



City of Florence

Florence Municipal Center
600 West 3rd Street, Florence, Colorado 81226.
(719) 784-4848 Fax (719) 784-0228
Email: planning@florencecolorado.org

Members:
Bliss Eckland
Sage Goodwin
Beth Lenz
Kirk Nelson
Paul Villagrana

CITY OF FLORENCE
PLANNING COMMISSION MEETING
FLORENCE MUNICIPAL CENTER, CITY HALL CHAMBERS
Wednesday, June 17, 2026, at 5:30 p.m.

AGENDA

- I. Call to Order
- II. Roll Call
- III. Nomination and Election of Planning Commission Chair
- IV. Nomination and Election of Planning Commission Vice Chair
- V. Approval of the Minutes of February 26, 2026, Meeting
- VI. **Old Business:**
- VII. **New Business:**
 - A) Discussion: Zoning Code and Subdivision Regulations Update
- VIII. Next Meeting Date and Time: July 16, 2026, at 5:30 p.m.
- IX. Upcoming Agenda Items:
- X. Adjourn



City of Florence

600 West 3rd Street
 Florence, Colorado 81226
 (719) 784-4848 Fax (719) 784-0228
 Email: planning@florencecolorado.org

FLORENCE PLANNING COMMISSION MEETING MINUTES

THURSDAY, FEBRUARY 26, 2026

5:30 P.M.

Commissioners	Present	Absent
Chair Beth Lenz	X	
Planning Commissioner Bliss Eckland	X	
Planning Commissioner Kirk Nelson	X	
Planning Commissioner Paul Villagrana		X
City Council Representative Mergelman	X	
Vacant		

Staff Present	Present	Absent
Planning Director Fox	X	
City Manager Cobler	X	

I. Call to Order

Chair Lenz calls the meeting to order at 5:29 p.m.

II. Roll Call

Commissioner Villagrana absent.
 All Commissioners present.
 Council Representative Mergelman present.

III. Nomination and Election of Planning Commission Chair.

IV. Nomination and Election of Planning Commission Vice Chair.

- Chair Lenz states that due to one vacancy on the board and the absence of Commission Villagrana that the nomination and election of both the Chair and Vice Chair should be postponed.

Commissioner Nelson makes motion to table the nomination and election of the Planning Commission Chair and Vice Chair until the Commission is fully seated.

Second by Chair Lenz.

Roll Call: 3 Ayes



City of Florence

600 West 3rd Street
Florence, Colorado 81226
(719) 784-4848 Fax (719) 784-0228
Email: planning@florencecolorado.org

V. **Approval of the Minutes of January 15, 2026, Meeting**

Commissioner Eckland makes a motion to approve meeting minutes from the January 15, 2026, meeting.

Second by Commissioner Nelson.

Roll Call: 3 Ayes

VI. **Old Business:**

V. **New Business:**

a) **Public Hearing** - SUR 26-001 – Special Use Review for a Salvage Yard and Watchmen’s Quarters at 551 South Union Street

- Chair Lenz opens the public hearing.
- Planning Director states the applicant, George Clark, seeks approval to develop a portion of currently vacant land for use as a salvage yard and construction of a 20’ x 60’ building that will include a watchman’s living quarters. The property has been vacant for years and is comprised of 10 acres per Fremont County Assessors. The property is zoned I-2 – Heavy Industrial. The single parcel is divided into three (3) sections by South Union Street and Cedar Street. Salvage yard operations are proposed only for the northeast section, with no use planned for the west or south sections. A salvage yard and watchman’s quarters are allowed in the I-2 - Heavy Industrial Zone District only upon approval of a Special Use Review. The Future Land Use map in the City's Current Master Plan shows the subject property is in the EMP- Employment Centers District. A drainage report was required due to the nature of the business, varied topography and location of the property. City Engineer has reviewed the submitted drainage report and finds it acceptable at this stage of review process. Applicant proposes that there will be a maximum of ten (10) vehicles per day. Site screening is required in the Industrial Zone. The applicant proposes installing a six (6) foot-high opaque fence. A ¾-inch water tap is allocated to this property; no additional requirements or shares are required at this time.

The Planning Director stated that the Florence Fire Department had submitted questions and concerns, which were reviewed and addressed by the applicant. The applicant’s responses were subsequently evaluated by the Fire Chief, who finds them acceptable at this time.

- Angela Bellantoni, Environmental Alternatives, Inc. – Mr. Clark purchased the property in January 2025, at which time a Phase 1 Environmental Site Assessment was completed. A fire hydrant is located at the intersection of Union and Cedar. Mr. Clark has been in the salvage business for 40 years. He is proposing this business that will have up to two employees. The proposed use includes vehicle intake with no floor drains, and all fuels will be properly stored and managed in accordance with applicable regulations. Site improvements would be a metal building, an office and potentially a watchmen’s quarters.



City of Florence

600 West 3rd Street
Florence, Colorado 81226
(719) 784-4848 Fax (719) 784-0228
Email: planning@florencecolorado.org

Drainage structures as needed for stormwater during construction and then the drainage plan elements would be created and implemented. Mr. Clark is aware that the business will have to abide by CDPHE Water Quality Control regulations for the use as a salvage yard.

- George Clark – Explains the drainage plan and topography of the area along with automotive recycling procedures.
- Micheal Shuster – 651 South Union – Inquires about the fencing for the project and if the proposed building will be one story.
- George Clark – States the building will be one story and the fencing is proposed to be six feet high and will be around the project area.
- Wyatt Reed – 650 South Union – Wanted to encourage the applicant and thank him for bringing new business to town.
- Chair Lenz closes the public hearing.

Commissioner Eckland makes motion to recommend that the Planning Commission approve Special Use Review 26-001, which would allow a salvage yard and watchmen's quarters located at 551 South Union Street, I-2 – Heavy Industrial Zone District and recommend forwarding the application to City Council for a final action.

Second by Commissioner Nelson

Roll Call: 3 Ayes

b) **Parking Plan** – 551 South Union Street

- Planning Director states Pursuant to Municipal Code 17.68.030 H – Supplementary Requirements, any development on an industrially zoned lot must submit a parking plan, which is subject to Planning Commission approval.
- Applicant proposes three new parking spaces, which meet the off-street parking requirements for the salvage yard business. Two additional parking spaces are required for the watchmen's quarters. The site map has been revised accordingly to reflect the required parking.

Chair Lenz makes the motion that the Planning Commission approve the Parking Plan for a salvage yard and watchmen's quarters located at 551 South Union Street, I-2 – Heavy Industrial Zone District, based on the findings that the parking plan complies with applicable zoning code and parking requirements.

Second by Commissioner Nelson

Roll Call: 4 Ayes

The meeting adjourned at 6:28 p.m.

By: _____
Planning Commission Chair

Date: _____

FLORENCE PLANNING COMMISSION

MEETING DATE: JUNE 17, 2026

STAFF REPORT

Agenda Item: Zoning Code and Subdivision Regulations Update

Department: Planning

Background / Description of Item:

One of the Planning Department's primary goals for 2026 is to update and reorganize the City's zoning code and subdivision regulations to better align with the recently adopted Master Plan.

In April, the City of Florence issued a Request for Proposals (RFP) for a Comprehensive Zoning and Subdivision Regulations Update. The RFP was advertised in The Daily Record and posted on the City's official website. Four qualified proposals were received and evaluated in accordance with applicable state law and the Florence Municipal Code. Following the review process, City Council awarded the contract to Community Planning Strategies, the firm that previously partnered with SCJ Alliance in the development of the City's new Master Plan.

Attachments included:

- Consultants' information.
- Project scope of work.

Firm Overview

The CPS Difference

We take a holistic, community-based approach to planning. Our team develops strategies that reflect your community's culture, character, and goals. The CPS Difference is built on three concepts:

EFFECTIVE COMMUNICATION

Listening is at the heart of what we do. By understanding your community's unique needs, we build strong, lasting partnerships and deliver solutions that truly work for your community.

RESPONSIVENESS

We know local leaders juggle many roles, so we make planning easy. Our approachable, available, and flexible team ensures timely, thoughtful support when you need it.

PARTNERSHIP

We become an extension of your team, bringing deep expertise in policy, zoning, code enforcement, and local government. We're adaptable and focused on implementing your community's vision.



Managing Differently

Over the years, we've honed in on the behaviors and tools that allow us to meet client needs on time and on budget.

PROJECT MANAGEMENT – Our robust project management systems ensure that our team stays on track and projects continue to move forward efficiently.

CLIENT COORDINATION – We will conduct regular check-ins with staff, either in-person or virtually, to maintain alignment, foster collaboration, and keep planning projects progressing smoothly.

QUALITY CONTROL – We maintain a multi-level review process, with internal checks and balances on each document to ensure it meets our quality standards before it reaches your hands.

Client Focused Approach

At CPS, relationships come first. We listen, collaborate, and support—never dictate—because you know your community best. Our role is to understand your needs and provide solutions that align with your vision. By listening and learning, we ensure that CPS becomes an extension of your team, delivering service that reflects your community's values.



Approach to Scope of Work

PROJECT UNDERSTANDING:

The City is interested in partnering with a firm who can guide the implementation of goals and strategies identified in the recent Master Plan Update related to the City's Zoning and Subdivision Regulations. The successful firm will have extensive experience in developing "right-sized" land use regulations throughout the state of Colorado focused on creating modern, easy to understand, simple to administer, and strategically aligned with community values and vision.

OUR DETAILED APPROACH:

At CPS, we have demonstrated experience accomplishing similar scopes in communities throughout Colorado. Our team of qualified land use planners, zoning administrators, and community engagement specialists are pleased to propose the following detailed project approach to address the challenges this project seeks to resolve. Over the next few pages, we will share with you our proven approach to support the City accomplish these goals.

1. PROJECT INITIATION AND EXISTING CONDITIONS

1.1: Document Review: In this task, the project team will review background information, plans, studies, regulations, policies, and other City adopted documents that may be relevant to this project, including the Code Assessment completed during the Master Plan Update process. Upon project kickoff, City staff will compile and send these documents to the project team to start with this review of relevant information and documents.

Right-Sizing

Right-sizing is the process of restructuring your land use regulations to effectively achieve the desired objectives through which our team will:

Identify the **OBJECTIVES** of the LURs

Identify **ALIGNMENT** between policy and vision

ASSESS the current LURs

Identify needed **AMENDMENTS**

Plan for the **UPDATE**

Approach to Scope of Work (cnt'd)

1.2: Strategic Kickoff Meeting: Following the document review task, a Strategic Kickoff Meeting will be held between the project team and steering committee to refine the scope of work, provide background and context to the project approach, and update the project schedule, milestones, and key deliverables. Additionally, the project team will present their findings of the document review as well as a prioritized list of recommendations from the Issues Assessment to the Steering Committee and propose a work plan moving forward. The findings will identify amendments which are viewed as “Technical”, “Major” or “Policy” level amendments.

Other topics to discuss at this kickoff meeting include: community engagement plan, project website, and setting roles, responsibilities, and expectations of the project team, City staff, and the Steering Committee.

1.3: Key Stakeholder Interviews: This task will also entail the project team conducting up to four (4) interviews with City staff or other identified stakeholders (i.e., developers, builders, real estate professional, etc.) who work with the Land Use Regulations to understand the challenges of the current standards and procedures, development opportunities facing the City, and any suggested amendments.

<i>Technical</i>	<i>Major</i>	<i>Policy</i>
<p>Clerical, technical, legal compliance, or grammatical in nature.</p> <p>Limited discussion needed</p>	<p>A shift in approach or philosophy that may need additional discussion and buy-in.</p> <p>Deliberate discussions with decision makers</p>	<p>A fundamental change in philosophy, approach which will need community education and input.</p> <p>Community engagement and input.</p>

2. DEVELOPMENT OF LAND USE REGULATIONS

2.1: Template LUR Set Up: Based on the Code Assessment completed during the Master Plan Update process, it was recommended that the City should consider restructuring the Land Use Regulations to increase usability and ease of enforcement and administration. To do this in a cost effective way, the City is requesting to start from a template code that addresses the needs of the community while reducing overall time and cost on designing a structure that fits the City's current structure. This task will include the identification of the desired template code and setting up the Code to properly reference the City of Florence standards and regulations.

Based on our document review and information gathered during Task 1, CPS will recommend a template code that is *Right-Sized* to fit the City's resources, philosophy, and values. We have utilized a variety of LUR templates - including one we developed on our own - that we can discuss during this task to ensure the proposed structure best meets the community's needs

2.2: Issues Assessment: The project team will assess the current code and categorize and prioritize the findings and recommendations of the previous Code Assessment completed. This assessment will be the backbone of future tasks of the update.

Approach to Scope of Work (cnt'd)

2.3: Initial Draft: The project team will prepare an initial draft of the proposed LUR which will identify “Major” and “Policy” changes which may require additional discussion. This task includes the project team developing an annotated draft of the template code, providing the Steering Committee and City staff with adequate time to review the draft and provide comments. Using our feedback loop concept, the project team will discuss the comments received, revise the draft, and offer the public an opportunity to comment on proposed drafts. Each revision draft will include redlines of the changes made between the initial draft and revised draft addressing comments received.

2.4: Topical Reviews: After reviewing the initial draft in Task 2.3 with the Steering Committee, the project team, in collaboration with city staff, will refine the schedule to discuss important topics with the Steering Committee. While the topics to be reviewed will be finalized during the initial draft, the topics are anticipated to be:

- ◇ General Provisions and Administration
- ◇ Processes and Applications
- ◇ Zoning Districts and Uses
- ◇ Design Standards
- ◇ Community Housing and Definitions

Each of these topical reviews will be drafted by the project team, presented and discussed with the Steering Committee, and then revised based on the comments from the Steering Committee. Since the topic areas may shift after the Initial Draft to address comments and any specific issues identified, this task can be adjusted to include up to a total of five topics.

2.5: Community Check-In: After the topics are presented, discussed, and updated, a community check-in, focused on engaging the general public, developers, builders with the updates will be held. This community check-in will double as a work session with the Steering Committee that will be advertised to the public, and specifically the development community, to understand the project and proposed draft Land Use Regulations.

2.6: Revised Draft: After discussing each of the topic areas with the Steering Committee, and checking-in with the community, the project team will revise the draft. The revised draft will be posted for public review and comment on a project website, and be sent to the Steering Committee for review and comment. Once the comment period is over, the project team will make any necessary updates and send the final revised draft to the Steering Committee.

3. ADOPTION

This task is the final stretch of the project where the draft LURs will be reviewed by the public, and the Planning Commission and City Council will formally consider the draft regulations.

3.1: Public Review: The revised draft will be published on the project website for public review and comment one last time prior to the public hearings.

Feedback Loop



Project Timeline

3.2: Adoption: Following completion of the public review and any resulting edits, the draft will be prepared for hearings and adoption draft for introduction and discussion at formal public hearings. Working with City staff, we will prepare and make presentations of the draft City of Florence Land Use Regulations to a hearing with the Planning Commission and a similar adoption hearing with the City Council.

4. IMPLEMENTATION TOOLS AND TRAINING

The purpose of this task is to develop tools that will translate a complex, legally required Land Use Regulation document into easy-to-understand process and topical guides aimed at explaining core concepts in simple language.

4.1: Application Checklists: The project team will develop application forms and checklists for all application types included in the Land Use Regulations.

4.2: Topical Guides: The project team will create up to seven (7) topical guides to assist residents, property owners, and business owners navigate the new regulations. Examples of these are Zoning District Guide, Accessory Dwelling Unit Guide, Fence Guide, Accessory Structure Guide, etc. The priority guides will be finalized with City staff through the course of the project.

4.3: Training: After the Land Use Regulations are adopted, the project team will provide up to four (4) hours of training for City staff on the updated regulations and how to use them. This training will go through the organization and structure of the LURs, basics to interpretation, and include scenarios that replicate real-world situations to get first-hand experience with working with the LURs.

Project Timeline

To complete the tasks described in our Approach to the Scope of Work, our team is comfortable with a ten month timeline. This will allow adequate time for the project team to gather information, develop drafts, present and discuss concepts with the Steering Committee, and make necessary updates based on feedback. Key milestones and check-in points are identified in the proposed project schedule below.

	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10
1. Project Initiation and Existing Conditions	★	★								
2. Development of Land Use Regulations			★	★	★	★	★	★		
3. Adoption								★		★
4. Implementation Tools and Training										★

- ★ Strategic Kickoff
- ★ Steering Committee Meeting
- ★ Community Meeting/Presentation
- ★ Public Hearing